SENIOR DIRECTOR, INFORMATION SYSTEMS

DEFINITION

Directs staff in the development and implementation of a new enterprise system for student and school data systems, and in the expansion of the District's data warehouse and modification and maintenance of all existing data systems for the Information Technology Division.

TYPICAL DUTIES

Oversee District in-house software development teams.

Direct on-going operational support of District portfolio of applications.

Oversee system implementation projects such as ISIS and CMS.

Develops and recommends policies and procedures for the implementation of the school management systems.

Develops and maintains appropriate budgets and approves project expenditures.

Develops and prioritizes information systems strategies for all programs providing data to school management systems.

Assesses current student application technologies to coordinate the implementation of a single enterprise system for student and school data.

Participates in the strategic planning of student specific application development.

Works with outside contractors to develop applications specific to school management systems.

Manages and assesses technical contractors, in-house staff, project managers and vendors.

Assesses current systems efficiencies and coordinates data conversions and roll-outs of new enterprise systems.

Oversees the administration and maintains the integrity of student information, human resources, and financial databases.

Ensures information systems security by assessing, developing, and implementing necessary backup systems and security policies and procedures.

Manages technical support to users throughout the District.

Participates in the coordination of training programs required during the development of new systems and upon the implementation of the new system.

Reviews and prioritizes work regarding the multi-year software development contracts for consultants and in-house staff.

Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Director, Information Systems is responsible for the implementation of a new enterprise system for student and school data, expansion of the data warehouse, and maintenance of all data systems. This includes managing processes, people, and budgets.

A Deputy Chief Information Officer assists in the management of the Information Technology Division and acts for the Chief Information Officer as required.

A Systems and Programming Director supervises and coordinates the analysis, design, programming, and maintenance of information systems for a wide variety of applications to District administrative, business, and school operations.

SUPERVISION

Administrative direction is received from the Chief Information Officer. General supervision is exercised over supervisory, professional, technical, clerical staff, and consultants.

CLASS QUALIFICATIONS

Knowledge of:

Project management, including the development of budgets, time lines, and allocation of staff
Systems technology, application design, and systems architecture
Decision support principles and systems
Software development methods and practices
Administrative practices and procedures within the District
District Personnel Commission rules, regulations, and personnel practices and policies
Government accounting and procurement procedures and practices
Data warehousing principles and systems
Risk management on large technology projects
Principles of training, employee evaluation, and employee relations
Project scheduling
Request for Proposal (RFP) processes

Ability to:

Manage budgets within parameters established
Manage, develop and evaluate the performance of internal staff and external consultant and
     contract staff in a team environment
Negotiate with external vendors, contract staff, and other District departments
Resolve conflicts and promote cooperation
Prepare clear, concise reports and make recommendations
Speak effectively and make presentations before a variety of groups
Explain technical terminology to non-experts
Analyze and interpret technical materials accurately and effectively in written and oral
     communications
Assess information systems user needs, and identify appropriate technologies
Implement quality assurance efforts for software
Analyze business processes and determine technology use to increase efficiencies
Review and evaluate project deliverables
Stay abreast of current trends and technical advancements
Make, support, and explain recommendations
Provide leadership and prioritize projects

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a bachelor's degree in computer science, or its equivalent. Graduate level classes in public administration or affairs, urban planning, or economics, and possession of database certification are desirable.

Experience:

Eight years of experience in application design, and assessing user information systems needs by gathering project requirements. Five years of the aforementioned experience should be management level with responsibility overseeing project management, student and school data management, or data warehousing and decision support systems for 5000 or more users.

<u>Special:</u>

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Employees in this class are subject to call at any hour.
2. Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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PJO